



United States Environmental Protection Agency
Washington, DC 20460

Position Description

1. Duty Location

Arlington, VA

2. Position Number

00030516
NP 7 337

3. Classification Action

Reference of Series and Date of Standards Used To Classify This Position

028 3/95

	b. Title	Service c.	Series d.	Grade e.	CLC f.
Official Allocation	E P S	GS	0028	13	001
4. Supervisor's Recommendation	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13	

5. Organizational Title of Position (if any)

6. Name of Employee

7. Organization (Give complete organizational breakdown)

a. U.S. Environmental Protection Agency

e. IMMEDIATE OFFICE

b. Office of Prevention, Pesticides & Toxic Substances

f.

c. Office of Pesticide Programs

g.

d. Biopesticides & Pollution Prevention Division

h. EPAYS Organization Code - 75111002

8. Performance Management and Recognition System (PMRS) Certification for Positions in Grades GS/GM 13-15

<input type="checkbox"/> S First or second level supervisor of 3 or more employees engaged in substantive professional, technical, or administrative work. Duties include assigning, directing, and reviewing work, evaluating performance, recommending personnel actions, training and developing employees, etc.	<input type="checkbox"/> A An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature but requires the consistent exercise of independent judgement.
<input type="checkbox"/> M A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of management duties outlined in the Supervisory Grade Evaluation Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.	<input type="checkbox"/> B A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines, or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; deciding on plans or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies; not just interpret laws and regulations, give resource information or recommendations, or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

☒ N None of the above applies to this position. Exempt from PMRS.

9. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

JANET L. ANDERSEN, DIRECTOR, OPP/BPPD

d. Typed Name and Title of Second-Level Supervisor

DANIEL BAROLO, DIRECTOR OPPTS/OPP

b. Signature

c. Date

e. Signature

f. Date

Janet L. Andersen 8/15/97 Daniel H. Kearns for 8/27/97

10. Official Classification Certification

<input checked="" type="checkbox"/> This position has no known promotion potential	<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade --
b. Fair Labor Standards Act	c. Signature of Classification Official
<input type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Exempt
	d. Date

11. Remarks (Continue on additional sheet(s) if necessary)

Low Risk = 1

12. Duties and Responsibilities

Type on plain bond paper and attach to this form. Use format shown on reverse.

ENVIRONMENTAL PROTECTION SPECIALIST GS-028-13

INTRODUCTION

I. INTRODUCTION

The Biopesticides and Pollution Prevention Division (BPPD) is located within the Office of Pesticide Programs (OPP), Office of Prevention, Pesticides, and Toxic Substances. The function of BPPD is to streamline the registration and reregistration processes for biological pesticides, develop and implement policies and guidelines and regulatory strategies for biological pesticides, and to coordinate and advocate for pesticide pollution prevention programs within EPA and with governmental and private institutions outside of EPA. BPPD is responsible for the registration and reregistration of biological pesticides, which includes microbial, biochemical and other naturally occurring pesticides that meet the criteria for reduced data sets, and transgenic plant pesticides, pursuant to the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). BPPD has the lead for and/or coordination of pesticide pollution prevention activities.

BPPD's responsibilities for all regulatory activities for biological pesticides and exemptions. Responsibilities include, but are not limited to: (1) performing scientific reviews; (2) benefits assessments; (3) risk management; (4) administrative processes; (5) working with biological pesticide applicants; (6) preparing Federal Register Notices; (7) communicating with other government agencies, the public and biopesticide users; (8) preparing final regulatory decisions in response to Notifications of Intention to Conduct Field Tests; (9) Experimental Use Permits; (10) Registrations; (11) Conditional Registrations; (12) Special Local Needs registrations; and (13) Emergency Exemption Registrations as defined under sections 3, 5, 18 and 24 of FIFRA. Regulatory actions include processing new applications and amendments for existing registrations.

The Division is divided into two Branches and a Staff: (1) Microbial Pesticides Branch, (2) Biochemical Pesticides Branch, and (3) Pollution Prevention Staff. The Microbial and Pesticides Branch and the Biochemical Pesticides Branch are responsible for the scientific reviews and regulatory actions that are before the Agency with regards to microbials, biochemicals and plant pesticides. The Pollution Prevention Staff is responsible for development, implementation and coordination of all OPP's pesticide pollution prevention activities.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent is an Environmental Protection Specialist responsible for activities necessary for the Pesticide Environmental Stewardship Program; one of OPP's pollution prevention activities. The incumbent is the point of contact for the BPPD on prevention issues

within the Agency, the Department of Agriculture, and other Federal Departments and the private sector. The incumbent provides BPPD and senior Agency management with proficient analysis, and evaluation on pollution prevention issues. The incumbent will coordinate and advocate for pesticide pollution prevention programs within EPA and with governmental and private institutions outside of EPA.

Responsibilities for pesticide pollution prevention include: (1) coordination of Integrated Pest Management (IPM) activities of the Office of Pesticide Programs with other government agencies, commodity producers and private sector cooperators (IPM information transfer is required by Section 4^c of FIFRA); (2) advocating, in cooperation with USDA, for the adoption of IPM on 75 percent of agricultural lands by the year 2000, (3) working with USDA to identify research capable of reducing the use of high risk pesticides, (4) encouraging the development and adoption of safer pesticides, including biological pesticides, through the use of demonstration projects, grants, and other means; (5) implementing national and international pesticide pollution prevention outreach program, (6) expanding the commodity-specific use reduction strategies, (7) managing the Pesticide Environmental Stewardship Program (PESP) as part of the overall use/risk reduction strategy; and (8) coordinating OPP pesticide pollution prevention activities with activities inside and outside of EPA to prevent pollution at the point of pesticide manufacture and formulation.

1. Implements and coordinates the EPA policy and the Pesticide Program Dialog Committee recommendations to address and solve agricultural and non-agricultural pesticide pollution prevention issues. Facilitates solutions to the environmental and public health problems caused by production agricultural practices including misuse of pesticides and nutrients. Actively builds and participates on EPA, USDA and private sector teams to lessen the impact of agricultural production methods while maintaining low cost and abundant supplies of food, fibre and timber products. Works with non-agricultural pesticide user groups and related public and private organizations and agencies to reduce pesticide risks while maintaining the benefits gained from pest control.
2. Coordinates the development of the Pesticide Pollution Prevention Strategy for BPPD. Coordinates the development of the Pesticide Environmental Stewardship Program with USDA, FDA and other Federal agencies as appropriate. Assists Pesticide Environmental Stewardship Program Partners develop their strategies for reducing pesticide risk..
3. Manages one of the Pollution Prevention Pesticide Environmental Stewardship Program's Teams or manages complex, high profile PESP projects... The incumbent conducts comprehensive studies of requests or proposals for changes in complex procedures and policies for implementing pesticide pollution prevention. Develops guidance to the Pesticide Environmental Stewardship Management Team on the pollution prevention activities related to Team responsibilities or PESP special projects. Assesses program needs, utilizing a knowledge of the OPP regulatory standards and pollution prevention practices. Analyzes documents and recommends changes and provides expert advice and assistance as needed in

making the best decisions. Provides general and specific guidance to EPA Regional office representatives to the committees that support the Pesticide Environmental Stewardship Program. Provides general and specific guidance on questions and concerns regarding the Pesticide Environmental Stewardship Program for states, regional, private and government sources. Initiates technology transfer of the results from the Pesticide Environmental Stewardship Program and other related issues.

4. Performs program and policy analyses required by the Pollution Prevention Act of 1990 and the Congressional Appropriations Committee. The analyses include:

- a. Establish criteria for the evaluation of regulatory and non-regulatory barriers to pollution prevention in the agricultural sector including the institutional barriers within EPA and USDA, social/cultural barriers, and external barriers. Develop and formulate recommendations to Agency senior management options for remedying these barriers.
- b. Develop guidance and information management systems for OPP and Agency managers in regulatory development on how to identify and evaluate pollution prevention opportunities for the agriculture sector. This will involve analyzing and evaluating agricultural economic forecasting, macroeconomic trends and impacts of production shifts as a function of changes in cropping patterns, and economic tradeoffs in prevention and control approaches to reducing pollution in multiple media.
- c. Develop a framework for institutionalizing pollution prevention in the agriculture sector within the Agency's strategic and annual planning processes, regulatory development and information management systems. This activity requires analyzing the Agency's accountability issues, identifying opportunities in the agriculture sector where pollution prevention may be effectively incorporated, and developing and recommending changes in the Agency's planning and management systems.

5. Implements policy initiatives related to pollution prevention. In particular, the incumbent covers issues related to reducing the risks from the use of pesticides while maintaining cost-effective pest control. Activities include actions related to both agricultural and non-agricultural groups such as turf, utilities, schools, nursery productions, etc. Responsibilities involve the case-by-case review and information gathering on a diverse range of EPA and USDA regulatory and non-regulatory actions which may have pollution prevention opportunities. This may also include reviewing and defining sources of problems and making specific recommendations to management.

6. Represents OPP on committees including those inside the Agency, within the Federal sector, and with private organizations. Provides accurate and understandable explanations of.

the Agency policies and practices on complex technical actions related to pesticide pollution prevention and related regulatory actions.

7. Delivers presentations and provides information and decision briefings for senior management to use in formulating and implementing decisions within OPP and the Agency. Prepares and presents oral and written reports, and makes presentations to groups within and outside the Agency on issues related to BPPD:
8. The incumbent develops statistical and evaluation reports for the Pesticide Environmental Stewardship Program. The reports are used in the budget development, work planning and contract management of the Program.
9. Serve as liaisons to pesticide user groups who join the Pesticide Environmental Stewardship Program (PESP). Communicates directly with and provides technical assistance to PESP Partners, Supporters, agencies, and/or institutions related to pesticide use and risk reduction activities. Facilitates resolution of a Partner's/Supporter's issues with other agencies including setting up meetings and explaining how another agency functions to help prepare for a meeting. Acts as a conduit of information between Partner, Supporter, Agency, and/or Institution and EPA.
10. Incumbent serves as task/project manager including preparing statements of work and securing interagency and cooperative agreements.
11. The incumbent performs special projects and other duties, within the scope of the mission, as assigned.

SUPERVISORY CONTROLS

Under supervision of the BPPD Division Director, the incumbent receives assignments in terms of policy and program needs. Incumbent operates in accordance with BPPD's standards and is expected to carry out assignments with full responsibility for planning, coordinating and managing and implementing projects. Consults with supervisor regarding difficult and unusual problems and keeps division level management thoroughly informed of pending issues. Work is reviewed in terms of finished accomplishments. The incumbent works independently or cooperatively with management to identify issues/opportunities for BPPD, PESP, OPP or the Agency action and areas for analysis and research related to pesticide pollution prevention..

KNOWLEDGE REQUIRED BY THE POSITION Level 1-8

1550 points

- Mastery of the principles, theories and practices of the incumbent's specialty area

encompassing pesticides and pollution prevention activities that enable the incumbent to serve as a technical authority in the areas of safer pest control practices, IPM, and pollution prevention.

- Knowledge of related disciplines.
- Knowledge of Federal laws, Agency regulations, and guidelines pertaining to agricultural pesticides and industrial practices and uses.
- Skill in communicating with other agencies, EPA Regions, states and private sectors regarding the mission, goals, and accomplishments of PESP.
- Maintain understanding of current IPM practices and new, safer pest control technologies by following the developments and changes in the area of pest control.
- Understands production or maintenance practices for assigned Partner/Supporter(s).

SUPERVISORY CONTROLS

Level 2-5

650 points

Assignments are broadly defined with the incumbent developing and carrying out work plans independently. Incumbent is an authority in the area of pesticide pollution prevention and has complete responsibilities for assigned work area.

Completed projects, evaluations, reports or recommendations are reviewed by the supervisor only to determine that deliverables fit within OPP and Agency policies for pollution prevention and compatible with organizational goals, guidelines, and effectiveness in achieving intended objectives. Deliverables generally accepted without substantial changes.

GUIDELINES

Level 3-5

650 points

The guidelines are primarily general in nature such as Agency policies and precedents, recent work and developments in the specialty area. Typically, the guidelines provide only general guidance as the most productive approach or methods to solve the highly complex or unusual problems in the work. The Environmental Protection Specialist at this level is responsible for interpreting Agency guidelines. Also as a technical authority, the Environmental Protection Specialist uses initiative, resourcefulness, and past personal experience in the specialty area to deviate from or extend established methods and practices in developing solutions to problems where precedents are not applicable.

COMPLEXITY

Level 4-4

225 points

The assignments include a broad range of activities involving complex, obscure, or

novel aspects of the specialty area, such as dealing with technological developments; new products; and the latest, and sometimes conflicting, experimental evidence and trends. Usually there is a variety of possible approaches, and lack of complete and established information and experimental data. Therefore, the Environmental Protection Specialist may consider data from a wide variety of sources and modify and originate approaches, methods, and procedures to plan and carry out the assignment.

SCOPE AND EFFECT

Level 5-4

225 points

The work involves serving as a technical expert as an Environmental Protection Specialist, resolving critical problems, and includes developing guidelines for operating personnel and providing expert advice and assistance on pollution prevention problems concerning pesticides. The work efforts affect work of scientific experts, high officials, or policy decisions made by Agency officials.

PERSONAL CONTACTS

3

The personal contacts are typically with representatives from other Federal agencies, academic organizations, private laboratories, large business corporations and the regulated industry, in addition to contacts with scientists, lawyers, and officials within the Agency.

PURPOSE OF CONTACTS

c

180 points

The personal contacts are to justify to Agency officials the need for changes in programs and policies (e.g., revisions in and additions to the Agency guidelines), to justify a position on an issue which may be controversial, to coordinate the work with others, to discuss methodological problems, and to explain the data of the project and its interpretation.

PHYSICAL DEMANDS

Level 8-1

5 points

The work is primarily sedentary, but there may be occasional walking, standing, bending and carrying of light items.

WORK ENVIRONMENT

Level 9-1

5 points

Work is performed in an office setting, with some travel to attend meetings, conferences or to review research demonstration projects relating to PESP.

Total Points = 3490